

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet Arctic Camp Cooking Services		
Solicitation No. - N° de l'invitation W7707-155819/A	Date 2015-04-16	
Client Reference No. - N° de référence du client W7707-15-5819		
GETS Reference No. - N° de référence de SEAG PW-\$HAL-208-9497		
File No. - N° de dossier HAL-4-73244 (208)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-01		Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: LeBlanc, JoAnne		Buyer Id - Id de l'acheteur hal208
Telephone No. - N° de téléphone (902) 496-5010 ()		FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 9 GROVE ST DARTMOUTH Nova Scotia B3A3C5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

W7707-155819/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73244

Buyer ID - Id de l'acheteur

hal208

Client Ref. No. - N° de réf. du client

W7707-15-5819

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

TITLE: Arctic Camp Cooking Services for Northern Watch Technology Demonstration Project

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Security Requirements
- 1.2 Statement of Requirement
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS

- 5.1 Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security Requirements
- 6.2 Statement of Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Terms of Contract
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 Defence Contract
- 6.13 SACC Manual Clauses

List of Annexes:

- Annex A Statement of Requirement
- Annex B Security Requirement Check List (SRCL)
- Annex C Evaluation Criteria

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Proof of security is to be provided with the Supplier's bid.

1.2 Statement of Requirement

The work shall be performed in accordance with the Annex A attached herein.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request

for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.

5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC), Attention to the Supply Officer noted herein, "on or before" the date & time indicated on page 1 of the bid solicitation.

2.3 Former Public Servant (to be completed by the Bidder)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970,

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in [Nunavut](#).

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 copies)
Section II: Financial Bid (1 copy)
Section III: Certifications (1 copy)

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- (1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory Technical Criteria is included in Annex "C", included herein.

4.1.1.2 Point Rated Technical Criteria

The Point Rated Technical Criteria is included in Annex "C", included herein.

4.1.2 Financial Evaluation

SACC Manual Clause A210T - Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$60,000.00 (applicable taxes are extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.2 Basis of Selection - Highest Point Rated within Budget

1. To be considered responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 90 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract. The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions – Associated Information

Pursuant to section 01 of Standard Instructions 2003 and 2004, bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the Bidder, or the name of the owner, as applicable. Bidders bidding as societies, firms or partnerships do not need to provide a list of names. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and provide associated information. Consult sections 4.21, 5.16 and 8.70.2 of the Supply Manual for additional information.

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification (to be completed by Bidder)

This procurement is limited to Canadian services.

The Bidder certifies that:

(☐) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

Signature

Date

5.1.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Officer personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Officer must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at **Annex B**;
 - (b) Industrial Security Manual (Latest Edition).

6.2 Statement of Requirement

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of Contract

Time Schedule - 2015 Field Trial Milestones

Award of Contract	May 2015
Submission of Food Order to DRDC	June 1, 2015
Charter flight (Ottawa to Resolute)	July 19, 2015
Cook in Camp	July 23 – September 15, 2015
Field Trial	July 20 – September 15, 2015
Submission of Replenishment Food Order	August 7, 2015

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902-496-5010
Facsimile: 902-496-5016
E-mail address: joanne.leblanc3@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Will be completed upon Contract award.

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (to be completed by Bidder)

Name: _____

Telephone: _____

Email address: _____

Procurement Business Number (PBN): _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract as specified in Annex A, the Contractor will be paid firm price, as follows:

Bidder is to provide a all inclusive daily fixed rate, as defined below, as follows:

- Fixed Rate per "Standard" working" day (while providing contract services) at \$ _____ / day x approximately 60 days = \$ _____
- Fixed Rate for "Stand-by" days (i.e. while waiting for weather or logistics, while in Resolute) at \$ _____ / day

Maximum funding available for this contract resulting from the bid solicitation cannot exceed \$60,000.00 + applicable taxes.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

6.8 Invoicing Instructions

The contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

certification and payment.

6.9. Certifications

6.9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9.2 Canadian Content Certification

SACC Manual Clause A3060C (2008-05-12) - Canadian Content Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions – 2010C (2014-09-25) General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Security Requirement Check List (SRCL);
- (e) the Contractor's bid dated _____ (will be completed at contract award).

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

SACC Manual clause G1005C (2008-05-12), Insurance

ANNEX A

STATEMENT OF REQUIREMENT

Title: Arctic Camp Cooking Services for Northern Watch Technology Demonstration Project

Requirement

Under the Northern Watch Technology Demonstration Project (TDP), DRDC Atlantic will be conducting a trial at an Arctic field camp located on Gascoyne Inlet, on the south west corner of Devon Island, Nunavut. The requirement of this contract is to provide cooking services for the Arctic camp during the field trial. The requirement is for a Senior Cook, with experience preparing nutritious meals in a camp environment, managing a camp kitchen, developing menus and providing food order lists. The requirement is for the 2015 field trial season.

DRDC is responsible for purchasing food orders and arranging transport of food orders to the camp.

Detailed requirements are provided in the Statement of Work in Appendix A.

Security:

There is a security clearance requirement associated with this requirement. Please refer to the Security Requirements Check List - Annex B, attached herein.

Non-Disclosure

All work carried out by the contractor with respect to this proposed contract will remain the property of Her Majesty. All reports, documentation, and extensions thereto shall be the property of Her Majesty and the contractor shall not divulge, disseminate, or reproduce such reports and/or documentation to any other person without prior written permission of Her Majesty.

Time Schedule

2014 Field Trial Milestones

Award of Contract	May 2015
Submission of Food Order to DRDC	June 1, 2015
Charter flight (Ottawa to Resolute)	July 20, 2015
Cook in Camp	July 23 – September 15, 2015
Field Trial	July 20 – September 15, 2015
Submission of Replenishment Food Order	August 7, 2015

Early Termination of Field Trial and Contract Cooking Services

The 2015 DRDC Field Trial is dependent upon weather and sea ice conditions suitable for working on the water in the general vicinity of the camp. DRDC Trial staff will be evaluating conditions on 30 July and again on 6 August to determine the impact on the trial program. If the trial program is cut short, it will end with camp closing on 16 August. In the event that the Trial is terminated on 16 August, the cooking contract will be paid at 75% of its full term value.

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

Deliverables

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the contractor in support of this requirement and claimed for against the contract, the deliverables shall be:

- Food Order List
- Replenishment Food Order List(s) as required
- Inventory of Food at mid point and end of trial
- End of trip report on state of kitchen and food storage equipment and facilities (Kitchen report), and
- Listing any deficiencies and/or changes required

Note: food orders will be purchased by DRDC.

Reports

Kitchen Report: The senior cook is required to provide a report on the status and continued usability of kitchen tools, appliances, and facilities to the Camp Manager within 30 days of completion of the Field Trial. The report will identify any health issues, noted deficiencies, required and/or recommended maintenance and recommendations for improvement. Kitchen tools include cooking utensils, portable appliances and tableware. Appliances include fridges, stoves, freezers, tables, sinks, storage shelving/drawers, pantries or other food storage or preparation facilities.

Other reporting requirements are listed under deliverables.

Financial Limitations

FY 14/15 (April 1, 2015 - March 31, 2016) \$60,000.00 (applicable taxes extra)

Travel and Living

The Contractor will be required to travel to the field camp as part of the contract.

The Contractor is responsible for arranging travel to/from Resolute, Nunavut. In Resolute, accommodations and meals will be arranged by DRDC Atlantic, through Polar Continental Shelf Project (PCSP). Transportation from Resolute to the Field Camp will be arranged by DRDC Atlantic, through PCSP. Accommodation in the field camp will be provided by DRDC Atlantic.

DRDC Atlantic will typically arrange a Charter Flight from Ottawa, Ontario to Resolute near the start of each Field Trial. If space is available, the contractor may travel to Resolute on this flight.

For the 2015 Field Trial the Charter flight will be leaving Ottawa for Resolute, around 20 July, 2015. Space for the Senior Cook will be available on this flight.

Contractor Personnel

All contractor personnel shall be named in the contract. All proposed changes in contractor personnel shall be addressed by the contractor to Public Works and Government Services Canada who in turn will request DRDC Atlantic's approval.

Solicitation No. - N° de l'invitation
W7707-155819/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W7707-15-5819

File No. - N° du dossier
HAL-4-73244

CCC No./N° CCC - FMS No./N° VME

Government Furnished Equipment (GFE)

DRDC will provide the Field Camp facilities. DRDC will provide accommodations for the Contractors and kitchen facilities and equipment (including appliances, cookware, utensils and consumables) for use by the Contractor.

Contractor is responsible for all personal gear and clothing required for the Arctic Field Camp. This includes: cold and/or wet weather outerwear, footwear, sleeping bags, toiletries and other items for personal use.

DRDC Atlantic Support, Facilities and Responsibilities

DRDC Atlantic is responsible for the field camp, including management, safety and infrastructure. DRDC Atlantic will provide accommodations for the contractor and kitchen facilities at the camp. The accommodations in the camp are, typically, shared sleeping quarters (separate male and female areas) with cots & mattresses and shared wash facilities with private wash and toilet areas. The kitchen will be equipped with all appliances, cookware, utensils and consumables required.

DRDC Atlantic is responsible for the fuel required to operate the kitchen.

DRDC Atlantic is responsible for purchasing and transporting food orders into the camp.

DRDC Atlantic is responsible for arranging flights between Resolute and the camp for the contractor. Travel to the camp will be on small aircraft.

DRDC Atlantic is responsible for arranging accommodations for the contractor in Resolute.

DRDC Atlantic is **NOT** responsible for arranging flights to Resolute for the contractor. Although, as described under travel and living, there may be an opportunity for the contractor to fly to Resolute on the DRDC arranged charter at the start of the Field Trial (this will be worked out between the contractor and DRDC during the planning phase for the Field Trial).

Control Procedures

Inspection shall be by and to the satisfaction of the Director General, Defence R&D Canada - Atlantic. The work shall be deemed 100% complete upon receipt and approval of all deliverables.

Available Documentation

Prior to or at the start of the Field Trial the contractor will be provided a copy of the Safety Plan as well as a Site Orientation and any site specific safety guidelines/training required for the camp.

Appendix A: Statement of Work

Scope:

Under the Northern Watch Technology Demonstration Project (TDP), DRDC Atlantic will be conducting a number of trials at an Arctic field camp located on Gascoyne Inlet, on the south west corner of Devon Island, Nunavut.

Background

DRDC Atlantic is conducting an Arctic field trial to advance the research project Northern Watch. The aim of the project is to identify and characterize combinations of sensors and systems to develop a cost effective Recognized Maritime Picture of the Canadian Arctic. This contract will provide cooking support to the field camp that will be used by the science team when conducting a trial on the sensors and systems mentioned above.

Requirement

The requirement of this contract is to provide cooking services for the Arctic camp during the field trials. The requirement is for a Senior Cook, with experience preparing nutritious meals in a camp environment, managing a camp kitchen, developing menus and providing food order lists. The requirement is for the 2015 field trial season.

Field Camp:

- Personnel onsite ranges from 9 to 20 people. The contractor will be given regular updates and forecasts on the number of people in camp so that they are able to manage meals and food supplies.
- The standard work day is 12 hours. Three meals a day will be prepared (breakfast, lunch and dinner). Snacks will be available throughout the day. Bagged lunches may be required for those working offsite for the day.
- Field Trial dates are approximate and are subject to change based on weather and flight availability.

Cook Responsibilities:

- Determining the menu for each field trial
- Preparing food order lists for each field trial (initial list and replenishment orders as required)
- Preparing three nutritious and delicious meals a day (breakfast, lunch and dinner) for groups of 9-20 people
- Preparing bagged lunches, as required, for personnel working offsite for the day
- Ensuring safe food handling and storage
- Managing food supplies and identifying resupply requirements to DRDC camp manager
- Maintaining clean kitchen and food storage areas, including appliances, dishes and managing kitchen waste (waste disposal will be coordinated by DRDC camp manager)
- Prepare a final inventory of kitchen equipment and supplies upon completion of camp work
- Clean and pack kitchen equipment, as required, upon completion of camp work

Solicitation No. - N° de l'invitation
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ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

(SEE ATTACHED HEREIN)

ANNEX "C" **EVALUATION CRITERIA**

Selection Methodology

The selection methodology will be based on the highest point rated proposal within the stated maximum budget.

Mandatory Criteria:

Bidders must provide resume that clearly states that they meet the mandatory criteria and must provide references from at least their 3 most recent relevant jobs.

- Must have Minimum 2 years' experience working in remote field camps as a cook.
- Must have knowledge of safe food handling, preferably with a recognized training course on food handling and safety (e.g. provincial food handler certificate)
- Must provide proof of a current Standard First Aid Certificate valid for the length of the contract.
- Must be medically fit for safe food handling and working in remote field camp environment, as proven by physician certificate (or letter) dated on or after January 01 2015.

Point rated criteria

Bidders are **strongly encouraged** to address in sufficient depth in their resumes these **POINT RATED CRITERIA** (maximum points 90 points). Must obtain a required minimum of 60 points overall out of the maximum 90 points.

Requirement	Rating Criteria			Score
	A Large Group	B Moderate Group	C With Supervision	
Prepare meals for large groups in a field camp. Scoring may consist of scores in each criteria (e.g. – one job in column A, one job in column B, etc). Only the three relevant most recent jobs will be rated	Prepare multiple meals per day for 20 or more people, over a 30 day or longer period without supervision. Score 10 points for each job	Prepare multiple meals per day for 10 to 19 people , over a 30 day or longer period without supervision Score 7 points for each job	Prepare multiple meals per day for 9 or fewer people over a 30 day or longer period with supervision of a senior cook. Score 5 points for each job.	
Plan menus Score for each job stated in the cook's resume to a maximum of the three relevant most recent jobs. Only the three most recent jobs will be rated	Plan non-cyclical menus for three meals per day for a 4 week period. Score 10 points per job	Plan weekly rotational menus for three meals per day, with minor variations, over a 4 week period. Score 7 points per job	Assist in planning menus for a multi week job. Score 3 points per job	

Prepare food orders Duration concerns number of weeks without resupply. Score for each job stated in the cook's resume to a maximum of the three relevant most recent jobs. Only the three most recent jobs will be rated	Prepare a food order for food and cooking supplies to last 20 or more people 4 weeks, or more, in an isolated field camp. Score 10 points per job	Prepare a food order for food and cooking supplies to last 10 to 19 people up to 4 weeks in an isolated field camp. Score 7 points per job	Prepare a food order for food and cooking supplies to last 9 or fewer people up to 2 weeks in an isolated field camp. Score 5 points per job	
--	--	---	---	--

Total Maximum Score is 90 points

Basis of Selection

Highest Point Rated within Budget

1. To be considered responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 90 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

Annex B



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

N7707-15-5819

Security Classification / Classification de sécurité

UNCLAS

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		DRDC Atlantic
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail		
Provide field camp cooking services at the DRDC Gascoyne Inlet camp on Devon Island, Nunavut. The contract is for 2013 with options for up to four additional option cooking service options in 2014 and 2015.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	

IBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLAS

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W7707-15-5819

Security Classification / Classification de sécurité

Unclass

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity

Dans l'affirmative, indiquer le niveau de sensibilité

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel

Document Number / Numéro du document

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments

Commentaires spéciaux

The contractor will be working at a DRDC Field camp in the Arctic but will not have access to buildings containing

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

11. d) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. e) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. f) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TRIS/SC1 350-103(2004/12)

Security Classification / Classification de sécurité

Unclass

Canada

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Tous les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des indicateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

[illegible]

12. a) Is the description of the work contained within this SRGI PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ Yes
Non ☐ Yes
Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRGI be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ Yes
Non ☐ Yes
Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).